Department of Health & Social Care

Chair of the Independent advisory panels for Part IX of the Drug Tariff: candidate information pack

Closing date: midday on 4 January 2027
Reference no: IXW2

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1. Role description and person specification

1.1 Introductory letter from David Lawson, Director of MedTech and Innovation DHSC.

Thank you for your interest in this post and your time in reading this candidate information pack.

Reforming Part IX of the Drug Tariff is crucial to ensure we can help address unwarranted price variation to free up resource to invest in innovative medical devices that benefit patients and the taxpayer. As such, involvement in the independent advisory panels provides the opportunity to ensure the NHS delivers the best value medical devices for patients.

All the work that you carry out as a Part IX Independent Advisory Panel Chair or member can, with appropriate reflection, be recorded as continuing professional development for revalidation with the General Medical Council or for registration with the General Pharmaceutical Council.

The government, statutory agencies, and committees such as Part IX Independent Advisory Panels rely heavily on clinical healthcare professionals for their expertise and experience. The work that we do provides an important component to the Department of Health and Social Care's work in MedTech in the community. We want to bring your clinical insight, along with user feedback to help drive this crucial reform.

I do hope that you are inspired to apply by the challenges and benefits that this opportunity presents and if so look forward to working with you in the future

1.2 Role description

Chairs:

- oversee the independent assessment of medical devices in line with the department's enhanced assessment framework, particularly the quality element and product placement
- play a key role in the establishment of the advisory panel
- chair virtual moderation meetings with the panel members, ensuring consistency of approach, appropriate rationale for product scores and full consideration of patient input. The Chair also ensures minutes accurately reflect discussions provided by the Secretariat

- will form a key part of the recruitment panel for clinical panel members
- are supported by a dedicated secretariat providing scheduling, documentation and co-ordination support

1.3 Person specification

To be considered for appointment, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria.

1.4 Essential criteria

We are seeking applicants who demonstrate the following:

- knowledge and experience in a professional capacity of medical devices used in wound care or skin care. This could be either in a clinical role, or experience with prescribing or formulary decision-making within an Integrated Care System for example
- experience reviewing clinical evidence
- the ability to chair effective meetings, in particular with a number of experts with knowledge and experience in different complimentary fields, to facilitate discussion among members relevant to the overall purpose of the discussion and to sum up the discussion accurately and succinctly
- the ability to work as an individual and as part of a team, with a positive and constructive style and good communication skills.
- the ability to consider complex issues in this clinical area, with regards to medical devices and exercise sound judgement

The applicant should not be tied to a commercial company in their primary function.

1.5 Remuneration

There is an optional rate of £400 per day for remuneration.

This is an office holder appointment and does not attract any benefits under any Civil Service Pension Scheme. You will not be eligible for redundancy pay as you are not an employee. No other arrangements have been made for compensation upon the end of your term of appointment because an office holder who is appointed for a limited duration would have no expectation of serving beyond that period.

As this is an office holder appointment, you will not become a member of the Civil Service. You will not be subject to the provisions of employment law.

1.6 Time commitment

The estimated time commitment is 20 days per year in the first year, with:

- around 1 to 2 days' training
- approximately 18 days' total (usually broken down into half days or a couple hours) moderation meetings
- 1 day's work ad hoc throughout the year

1.7 Location

The Panel usually meets virtually.

1.8 Tenure of office

The appointment will be for 4 years, although a shorter term will be considered dependent of the preferences of the Chair.

The possibility of re-appointment for a further term is at the discretion of the senior responsible officer. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post. There is no automatic presumption of re-appointment; each case should be considered on its own merits, taking into account a number of factors including, but not restricted to, the diversity of the current Panel and its balance of skills and experience. In most cases, the total time served in post will not exceed more than 2 terms or more than 8 years.

1.9 Accountability

Members are appointed by DHSC and are accountable to the department for carrying out their duties and for their performance.

1.10 For a discussion about the role

For further information regarding the role of Chair of Wound and Skin Care please contact: josephine.morley@dhsc.gov.uk or 0207 210 5511.

2. The recruitment process

2.1 Making an application

Thank you for your interest in the position of Chair of the Part IX IAPs.

In order to apply, you will need to provide:

- a CV which provides your contact details, details of your education and qualifications, employment history, directorships, membership of professional bodies and details of any relevant publications or awards
- a supporting statement setting out how you meet the criteria for appointment as set out in the person specification for the role
- information relating to any outside interests or reputational issues

You will also need to:

- tell us if you wish your application to be considered under the Disability Confident scheme
- set out any requests you may have for reasonable adjustments that you would like for the application process (if applicable)

Please provide the information on the last 3 points above as part of your supporting statement.

Completed applications should be submitted to partix-consultation@dhsc.gov.uk – please quote ref: 'IXW2' in the subject field.

If you are unable to apply by email, please contact Josie Morley on 0207 210 5511.

2.2 Deadline

Applications must be received by midday on 4 January 2027 unless an agreement is secured in advance to extend this.

The advisory assessment panel reserves the right to only consider applications that contain all of the elements listed above, and that arrive before the published deadline for applications.

In completing an application, please note the following in relation to:

- conflicts of interest
- standards in public life and ensuring public confidence

2.3 Conflicts of interest

Before you apply you should carefully consider if you or a party related to you have any interests which could lead to a real or perceived conflict of interest if you were to be appointed.

When you apply you should declare in your supporting statement the details of any relevant interests, highlighting any that you think may call into question your ability to properly discharge the responsibilities of the role you are applying for, or may be perceived as having scope to do so by a reasonable member of the public.

Conflicts of interest may include, without limitation, any outside personal or business interests (including direct and indirect financial interests, such as shares in a company providing services to government) or any positions of employment, other appointments or other positions of authority, that you or any party related to you have and which may influence your judgement in performing your public appointment or may be perceived by a reasonable member of the public as having scope to do so. This should include declaring any political roles you hold or political campaigns you have supported.

A ‘party related to you’ could include, for example (but without limitation), a spouse or partner, a business partner, a close family member or a person living in the same household as you or a close family member.

Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being interviewed.

If you are shortlisted, the panel will discuss any potential conflicts with you during your interview, including any proposals you may have to mitigate them, and can record that in their advice to the senior responsible officer. If the senior responsible officer wishes to appoint you, an offer of appointment may be subject to you giving up any unmanageable conflicts of interest. Any interests that are deemed manageable will need to be formally declared and may be published in line with Part IX IAP's organisational policy regarding declarations of Interest.

Failure to declare a potential conflict of interest may become grounds for withdrawing an offer of appointment. If offered the role, you will also be required to make a declaration of interests and to keep the declaration up to date throughout the tenure of your appointment. The requirement to declare interests will also be included in your terms and conditions of appointment. Failure to disclose an interest, subject to the interest and the circumstances,

may become grounds during the tenure of your appointment for suspension or termination of your appointment.

2.4 Standards in public life and ensuring public confidence

If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to ministers or the Panel, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the advisory assessment panel and provide details of any issue in your supporting statement.

This should include declaring in your supporting statement if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this
- you are subject to a current police investigation
- there are any previous or pending personal conduct issues where:
    - a complaint or personal conduct issue has either been upheld or partly upheld
    - an investigation that relates at least in part to your personal conduct is to take place but it is yet to start, or a similar such investigation is underway, but it is yet to conclude
    - a complaint or personal conduct issue is current, but at the time of your application it is yet to be confirmed whether or how it will be investigated further
- there are any possible reputational issues arising from your past actions or public statements that you have made (including through social media and blogs)
- there are any other matters which may mean you may not be able to meet the requirements of the Code of conduct for board members of public bodies

Alongside your own declaration, we will conduct appropriate checks, as part of which we will consider anything in the public domain related to your conduct or professional capacity. This may include searches of previous public statements and social media, blogs or any other publicly available information. This will be shared with the panel.

The panel may explore any issues you have raised or have been identified in due diligence checks with you as part of assessing your application.

Failure to disclose relevant information requested could result in an appointment offer being withdrawn or the appointment being terminated, as the person appointed to this role will be expected to demonstrate the highest standards of corporate and personal conduct and in line with standards set out in the Code of conduct for board members of public bodies, which includes the Seven Principles of Public Life. As part of agreeing to the terms and conditions of appointment you will be expected to agree to meeting the standards set out in this code.

2.5 CV

We recommend you limit your CV to around 2 pages. Please ensure your CV includes:

- your full name, title, home address, preferred contact telephone numbers, personal email address and details of any X (formerly known as Twitter) accounts and LinkedIn accounts, including your X handle or username
- details of your education and qualifications, employment history, directorships, membership of professional bodies and any relevant publications or awards
- contact details for at least 2 referees - one referee should be the person to whom you are or were accountable in your current or most recent appointment or position of employment - please indicate the relationship of each referee to you, references will be requested for shortlisted candidates prior to interview
- brief details of your current or most recent post and the dates you occupied this role, and any past or present ministerial appointments

2.6 Supporting statement

The supporting statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. It will benefit the advisory assessment panel if you can be clear which specific evidence that you provide relates to which criterion. Providing separate paragraphs in relation to each criterion is common practice.

Please also set out details regarding any potential conflicts and/or reputational issues (see above guidance on conflicts of interest and standards in public life).

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your statement.

Please write all acronyms in full first, limit your statement to 2 pages.

By applying, you are agreeing to your application being shared with another party for pre-assessment. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who should be invited to interview.

You must inform the department if, during the application and assessment process, your circumstances change in respect to any information that has been or should have been provided by you in your application.

Please also:

- tell us if you wish your application to be considered under the Disability Confident scheme
- set out any requests you may have for reasonable adjustments that you would like for the application process (if applicable)

Reasonable adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of adjustments are:

- ensuring that application forms are available in different or accessible formats
- making adaptations to interview locations
- allowing candidates to present their skills and experience in a different way
- giving additional detailed information on the assessment process to allow candidates time to prepare themselves
- allowing support workers, for example sign language interpreters
- making provision for support animals to attend

When you apply you will have the opportunity to request reasonable adjustments to the application process on your supporting statement.

Disability Confident scheme

DHSC values diversity and is committed to equality of opportunity for all and the appointment of disabled people. We are a member of the Disability Confident scheme,

which helps recruit and retain disabled people. All candidates who apply under the scheme for one of our appointments and who meet all the essential criteria will be offered an interview. Indicating that you wish your application to be considered under the scheme will in no way prejudice your application.

To be eligible for the Disability Confident scheme you must have a disability or long-term health condition, which could be physical, sensory or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this scheme.

If you wish to apply under the scheme, please ensure you include this in your supporting statement.

3. The assessment process

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

3.1 Planned timetable

The planned timetable is as follows:

- closing date: 4 January 2027
- shortlisting: 5 January 2027 to 15 January 2027
- interviews: 1 February 2027 onwards

3.2 Assessment

At the shortlisting meeting, the panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet all the criteria set out in the person specification. However, if you have applied under the Disability Confident scheme and you meet all the essential criteria, then you will also be invited for interview.

If you apply under the Disability Confident scheme and you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback. However, we regret that due to the volume of applications received, we are only able to offer feedback to candidates who have been unsuccessful at the interview stage.

After shortlisting, you will be advised (by email) whether you have been shortlisted. Those shortlisted will be invited to an interview. Interviews will be conducted either face-to-face, in central London or by video or teleconference. We will confirm arrangements to shortlisted candidates in due course.

If you are invited to interview and are unable to attend on the set date, then an alternative date can only be offered at the discretion of the panel.

The panel will meet again to interview candidates and determine who meets the essential criteria and is therefore appointable to the role. The panel may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post. The panel will also explore with you any potential conflicts of interest or any other issues arising from your personal and professional history which may

impact on an appointment decision (see section ‘1.11 Making an application' for further details).

Details of the panel’s assessment of interviewed candidates are provided to the senior responsible officer, including whether they have judged a candidate to be appointable to the role. It is then for the senior responsible officer to decide who should be appointed. In some circumstances, the senior responsible officer may choose not to appoint any candidates and re-run the competition.

The senior responsible officer may choose to meet with candidates before making a decision. Candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

Once the decision on the appointment has been made, interviewed candidates will be advised of the outcome of their application, including whom they may approach for feedback, if they wish. We appreciate it takes a lot of time and effort to apply for roles, and prepare for and attend an interview, and that feedback is a valuable part of the process.

3.3 Offer of appointment

If you are successful, you will be contacted by officials to inform you of the offer and to confirm if you would be willing to accept. If you would, then you will receive a letter from the senior responsible officer appointing you as Chair of the panel, which will confirm the terms and conditions on which the appointment is offered.

3.4 Announcement

The appointment will be announced, and the announcement will include the length of your appointment, time commitment and any remuneration for the role. We would share a draft announcement with you before it is made.

4. Queries

For any queries about your application status or the selection process, please contact Josie Morley in DHSC's Medtech and Innovation team via email on josephine.morley@dhsc.gov.uk.

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

All applications will be acknowledged by email.

DHSC will aim to process all applications as quickly as possible and to treat all applicants with courtesy.

4.1 How we manage your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail because of sending the DHSC any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised

We ask that you:

- provide us with accurate information
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.